

Developments and Units By County for Tenant File Audits  
RFP for 2005 Compliance Year

Tenant File Audits

C	LIHTC (Non-MSHDA Financed)	approx. 20% of total units, once every three years
R	LIHTC (Rural Housing Services)	approx. 20% of total units, once every three years
B	MSHDA Bond Financed	approx. 20% of total units, once every 18 months
S	Section 8, Section 236, Etc.	approx. 20% of total units, once every 18 months
P	PassThrough (No Section 8 or LIHTC)	approx. 20% of total units, once every three years
H	MI-HOME, HOME, SpecHous	on average, approx. 20% of total units, once every 18 months

TENANT FILE AUDITS - ESTIMATES

Based on County in Which Tenant Files Are Located.

(Tenant files for some projects are maintained at locations other than the project sites.)

BREAKDOWN BY PROJECT TYPE

(Tenant files for some projects are maintained at locations other than the project sites.)				C				R		B		S		P		H	
		Total Projects	Total Units	# of PROJECTS to Audit in County	# of UNITS to Audit in County	LIHTC (Conv/Non-MSHDA)	Units	LIHTC (RHS)	Units	Bonds	Units	Section 8/236	Units	PassThrough (no LIHTC)	Units	MI-HOME HOME(CD) SpecHous	Units
1	Alcona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Alger	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Allegan	24	667	16	431	13	215	0	0	1	49	2	167	0	0	0	0
4	Alpena	5	228	26	821	0	0	24	693	0	0	1	112	0	0	1	16
5	Antrim	3	56	2	12	0	0	0	0	1	11	0	0	0	0	1	1
6	Arenac	4	59	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	Baraga	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Barry	5	98	1	10	0	0	0	0	0	0	0	0	0	0	1	10
9	Bay	6	523	5	497	2	75	0	0	1	121	2	301	0	0	0	0
10	Benzie	1	3	1	3	0	0	0	0	0	0	0	0	0	0	1	3
11	Berrien	18	1,433	18	1433	10	670	0	0	1	81	6	664	0	0	1	18
12	Branch	7	230	5	182	2	22	2	156	0	0	0	0	0	0	1	4
13	Calhoun	22	1,828	22	1828	9	498	0	0	4	273	6	879	3	178	0	0
14	Cass	4	249	3	217	1	48	0	0	1	49	1	120	0	0	0	0
15	Charlevoix	7	188	3	55	2	31	0	0	1	24	0	0	0	0	0	0
16	Cheboygan	3	92	1	48	0	0	0	0	1	48	0	0	0	0	0	0
17	Chippewa	4	182	3	158	0	0	0	0	1	30	1	100	0	0	1	28
18	Clare	8	379	2	191	1	36	0	0	0	0	1	155	0	0	0	0
19	Clinton	8	397	5	337	3	204	0	0	0	0	1	121	0	0	1	12
20	Crawford	4	84	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	Delta	6	372	5	340	0	0	0	0	3	116	1	210	0	0	1	14
22	Dickinson	3	72	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	Eaton	14	1,113	11	1037	3	403	1	24	4	154	3	456	0	0	0	0
24	Emmet	6	358	2	162	1	98	0	0	1	64	0	0	0	0	0	0
25	Genesee	54	4,455	54	4455	25	1723	0	0	20	1523	7	1181	0	0	2	28
26	Gladwin	5	175	3	127	3	127	0	0	0	0	0	0	0	0	0	0
27	Gogebic	1	20	9	187	0	0	8	167	1	20	0	0	0	0	0	0
28	Grand Traverse	12	289	16	385	1	70	4	96	3	177	0	0	0	0	8	42

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**Tenant File Audits**

C	LIHTC (Non-MSHDA Financed)	approx. 20% of total units, once every three years
R	LIHTC (Rural Housing Services)	approx. 20% of total units, once every three years
B	MSHDA Bond Financed	approx. 20% of total units, once every 18 months
S	Section 8, Section 236, Etc.	approx. 20% of total units, once every 18 months
P	PassThrough (No Section 8 or LIHT	approx. 20% of total units, once every three years
H	MI-HOME, HOME, SpecHous	on average, approx. 20% of total units, once every 18 months

**TENANT FILE AUDITS - ESTIMATES**

**Based on County in Which Tenant Files Are Located.**

(Tenant files for some projects are maintained at locations other than the project sites.)

**BREAKDOWN BY PROJECT TYPE**

						C		R		B		S		P		H	
		Total Projects	Total Units	# of PROJECTS to Audit in County	# of UNITS to Audit in County	LIHTC (Conv/Non- MSHDA)		LIHTC (RHS)		Bonds		Section 8/236		PassThrough (no LIHTC)		MI-HOME HOME(CD) SpecHous	
						Units		Units		Units		Units		Units		Units	
29	Gratiot	9	350	7	298	6	186	0	0	0	0	1	112	0	0	0	0
30	Hillsdale	5	342	3	294	0	0	0	0	2	96	1	198	0	0	0	0
31	Houghton	3	178	2	148	0	0	0	0	0	0	1	140	0	0	1	8
32	Huron	5	343	2	231	0	0	1	32	0	0	1	199	0	0	0	0
33	Ingham	49	3,592	78	4378	23	1323	30	848	7	525	11	1594	1	50	6	38
34	Ionia	12	428	6	252	1	48	0	0	4	143	1	61	0	0	0	0
35	Iosco	6	236	3	115	0	0	0	0	0	0	3	115	0	0	0	0
36	Iron	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
37	Isabella	12	800	44	1827	6	360	33	1047	2	89	2	319	0	0	1	12
38	Jackson	14	1,353	14	1353	5	425	0	0	2	122	5	776	0	0	2	30
39	Kalamazoo	41	3,467	59	4194	13	1093	18	727	16	986	7	1234	1	72	4	82
40	Kalkaska	2	48	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41	Kent	73	4,497	116	5693	28	1300	45	1274	16	1359	15	1708	0	0	12	52
42	Keweenaw	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
43	Lake	4	123	2	72	0	0	2	72	0	0	0	0	0	0	0	0
44	Lapeer	3	226	2	199	0	0	1	24	0	0	1	175	0	0	0	0
45	Leelanau	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
46	Lenawee	14	987	12	931	8	459	1	24	0	0	3	448	0	0	0	0
47	Livingston	25	450	24	419	2	186	0	0	2	208	0	0	0	0	20	25
48	Luce	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
49	Mackinac	1	25	1	25	0	0	0	0	0	0	0	0	0	0	1	25
50	Macomb	25	2,979	23	2923	8	922	1	108	3	247	6	1186	3	440	2	20
51	Manistee	3	135	2	87	0	0	0	0	2	87	0	0	0	0	0	0
52	Marquette	7	574	5	510	0	0	0	0	2	171	2	325	0	0	1	14
53	Mason	3	285	3	285	0	0	1	80	0	0	2	205	0	0	0	0
54	Mecosta	8	298	4	139	2	68	1	24	1	47	0	0	0	0	0	0
55	Menominee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
56	Midland	19	911	18	871	8	237	0	0	1	104	4	525	0	0	5	5

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TENANT FILE AUDITS - ESTIMATES

Based on County in Which Tenant Files Are Located.

(Tenant files for some projects are maintained at locations other than the project sites.)

BREAKDOWN BY PROJECT TYPE

						C		R		B		S		P		H	
		Total Projects	Total Units	# of PROJECTS to Audit in County	# of UNITS to Audit in County	LIHTC (Conv/Non-MSHDA)	Units	LIHTC (RHS)	Units	Bonds	Units	Section 8/236	Units	PassThrough (no LIHTC)	Units	MI-HOME HOME(CD) SpecHous	Units
57	Missaukee	1	35	0	0	0	0	0	0	0	0	0	0	0	0	0	0
58	Monroe	11	1,325	10	1293	3	401	0	0	0	0	5	875	0	0	2	17
59	Montcalm	19	524	6	170	2	20	2	62	1	40	1	48	0	0	0	0
60	Montmorency	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
61	Muskegon	24	1,769	22	1689	9	447	0	0	7	641	4	596	1	0	1	5
62	Newaygo	9	222	0	0	0	0	0	0	0	0	0	0	0	0	0	0
63	Oakland	76	8,785	75	8762	24	3110	0	0	17	1334	20	3695	7	602	7	21
64	Oceana	3	69	0	0	0	0	0	0	0	0	0	0	0	0	0	0
65	Ogemaw	3	88	3	88	3	88	0	0	0	0	0	0	0	0	0	0
66	Ontonagon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
67	Osceola	3	119	2	71	0	0	1	32	1	39	0	0	0	0	0	0
68	Oscoda	2	44	1	20	0	0	1	20	0	0	0	0	0	0	0	0
69	Otsego	7	314	3	178	1	80	0	0	1	48	1	50	0	0	0	0
70	Ottawa	16	1,077	16	1077	4	402	0	0	8	378	3	297	1	0	0	0
71	Presque Isle	1	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0
72	Roscommon	5	160	2	52	1	28	1	24	0	0	0	0	0	0	0	0
73	Saginaw	27	2,347	24	2203	10	842	0	0	7	304	7	1057	0	0	0	0
74	Sanilac	5	128	1	16	0	0	0	0	0	0	1	16	0	0	0	0
75	Schoolcraft	1	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0
76	Shiawassee	8	396	3	216	0	0	0	0	2	96	1	120	0	0	0	0
77	St. Clair	24	1,486	19	1333	6	522	0	0	5	363	2	411	0	0	6	37
78	St. Joseph	16	506	13	383	1	64	1	24	1	32	2	248	0	0	8	15
79	Tuscola	6	240	4	180	1	24	1	24	1	32	1	100	0	0	0	0
80	Van Buren	10	270	5	142	1	50	0	0	2	88	0	0	0	0	2	4
81	Washtenaw	36	3,341	34	3284	20	1819	0	0	6	306	5	988	1	160	2	11
82	Wayne	301	21,404	300	21384	197	8560	0	0	39	3549	49	8219	7	890	8	166
83	Wexford	3	289	3	289	0	0	0	0	1	48	2	241	0	0	0	0
		1194	81,171			469	27284	180	5582	203	14222	202	30747	25	2392	110	763

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BREAKDOWN BY PROJECT TYPE

				C		R		B		S		P		H	
		# of PROJECTS to Audit in County	# of UNITS to Audit in County	LIHTC (Conv/Non-MSHDA)		LIHTC (RHS)		Bonds		Section 8/236		PassThrough (no LIHTC)		MI-HOME HOME(CD) SpecHous	
				Projects	units	Projects	Units	Projects	Units	Projects	Units	Projects	Units	Projects	Units
Total Projects	Total Units			LIHTC (Conv)		LIHTC (RHS)		Bonds		Section8/236					

Developments and Units By County for Physical Inspections  
RFP For 2005 Compliance Year

C	LIHTC (Non-MSHDA Financed)	20% of total units, once every three years - UPCS
R	LIHTC (Rural Housing Services)	Not part of RFP
B	MSHDA Bond Financed	20% of total units, once every 12 months - UPCS Plus
S	Section 8, Section 236, Etc.	20% of total units, once every 12 months - UPCS Plus
P	PassThrough (Non Section 8 or LIHTC)	Not part of RFP
H	MI-HOME, HOME, SpecHousing	20% of total units, once every 12 months - HQS (UPCS+ if HUD grants waiver to MSI)

**PHYSICAL INSPECTIONS - ESTIMATES**

Based on County in Which Project is Located						BREAKDOWN BY PROJECT TYPE											
						C	R		B		S		P		H		
		Total Projects	Total Units	# of PROJECTS to Inspect in County	# of UNITS to Inspect in County	LIHTC (Conv/Non-MSHDA)	Units	LIHTC (RHS)	Units	Bonds	Units	Section 8/236	Units	PassThrough (no LIHTC)	Units	MI-HOME HOME(CD) SpecHous	Units
1	Alcona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Alger	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Allegan	24	667	16	431	13	215	0	0	1	49	2	167	0	0	0	0
4	Alpena	5	228	2	128	0	0	0	0	0	0	1	112	0	0	1	16
5	Antrim	3	56	2	12	0	0	0	0	1	11	0	0	0	0	1	1
6	Arenac	4	59	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	Baraga	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Barry	5	98	1	10	0	0	0	0	0	0	0	0	0	0	1	10
9	Bay	6	523	5	497	2	75	0	0	1	121	2	301	0	0	0	0
10	Benzie	1	3	1	3	0	0	0	0	0	0	0	0	0	0	1	3
11	Berrien	18	1,433	18	1433	10	670	0	0	1	81	6	664	0	0	1	18
12	Branch	7	230	3	26	2	22	0	0	0	0	0	0	0	0	1	4
13	Calhoun	22	1,828	19	1650	9	498	0	0	4	273	6	879	0	0	0	0
14	Cass	4	249	3	217	1	48	0	0	1	49	1	120	0	0	0	0
15	Charlevoix	7	188	3	55	2	31	0	0	1	24	0	0	0	0	0	0
16	Cheboygan	3	92	1	48	0	0	0	0	1	48	0	0	0	0	0	0
17	Chippewa	4	182	3	158	0	0	0	0	1	30	1	100	0	0	1	28
18	Clare	8	379	2	191	1	36	0	0	0	0	1	155	0	0	0	0
19	Clinton	8	397	5	337	3	204	0	0	0	0	1	121	0	0	1	12
20	Crawford	4	84	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	Delta	6	372	5	340	0	0	0	0	3	116	1	210	0	0	1	14
22	Dickinson	3	72	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	Eaton	14	1,113	10	1013	3	403	0	0	4	154	3	456	0	0	0	0
24	Emmet	6	358	2	162	1	98	0	0	1	64	0	0	0	0	0	0
25	Genesee	54	4,455	54	4455	25	1723	0	0	20	1523	7	1181	0	0	2	28
26	Gladwin	5	175	3	127	3	127	0	0	0	0	0	0	0	0	0	0
27	Gogebic	1	20	1	20	0	0	0	0	1	20	0	0	0	0	0	0
28	Grand Traverse	12	289	12	289	1	70	0	0	3	177	0	0	0	0	8	42



Developments and Units By County for Physical Inspections  
RFP For 2005 Compliance Year

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H	MI-HOME, HOME, SpecHousing	20% of total units, once every 12 months - HQS (UPCS+ if HUD grants waiver to MSI)

**PHYSICAL INSPECTIONS - ESTIMATES**

Based on County in Which Project is Located						BREAKDOWN BY PROJECT TYPE											
						C	R		B		S		P		H		
		Total Projects	Total Units	# of PROJECTS to Inspect in County	# of UNITS to Inspect in County	LIHTC (Conv/Non-MSHDA)	Units	LIHTC (RHS)	Units	Bonds	Units	Section 8/236	Units	PassThrough (no LIHTC)	Units	MI-HOME HOME(CD) SpecHous	Units
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30	Hillsdale	5	342	3	294	0	0	0	0	2	96	1	198	0	0	0	0
31	Houghton	3	178	2	148	0	0	0	0	0	0	1	140	0	0	1	8
32	Huron	5	343	1	199	0	0	0	0	0	0	1	199	0	0	0	0
33	Ingham	49	3,592	47	3480	23	1323	0	0	7	525	11	1594	0	0	6	38
34	Ionia	12	428	6	252	1	48	0	0	4	143	1	61	0	0	0	0
35	Iosco	6	236	3	115	0	0	0	0	0	0	3	115	0	0	0	0
36	Iron	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
37	Isabella	12	800	11	780	6	360	0	0	2	89	2	319	0	0	1	12
38	Jackson	14	1,353	14	1353	5	425	0	0	2	122	5	776	0	0	2	30
39	Kalamazoo	41	3,467	40	3395	13	1093	0	0	16	986	7	1234	0	0	4	82
40	Kalkaska	2	48	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41	Kent	73	4,497	71	4419	28	1300	0	0	16	1359	15	1708	0	0	12	52
42	Keweenaw	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
43	Lake	4	123	0	0	0	0	0	0	0	0	0	0	0	0	0	0
44	Lapeer	3	226	1	175	0	0	0	0	0	0	1	175	0	0	0	0
45	Leelanau	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
46	Lenawee	14	987	11	907	8	459	0	0	0	0	3	448	0	0	0	0
47	Livingston	25	450	24	419	2	186	0	0	2	208	0	0	0	0	20	25
48	Luce	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
49	Mackinac	1	25	1	25	0	0	0	0	0	0	0	0	0	0	1	25
50	Macomb	25	2,979	19	2375	8	922	0	0	3	247	6	1186	0	0	2	20
51	Manistee	3	135	2	87	0	0	0	0	2	87	0	0	0	0	0	0
52	Marquette	7	574	5	510	0	0	0	0	2	171	2	325	0	0	1	14
53	Mason	3	285	2	205	0	0	0	0	0	0	2	205	0	0	0	0
54	Mecosta	8	298	3	115	2	68	0	0	1	47	0	0	0	0	0	0
55	Menominee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
56	Midland	19	911	18	871	8	237	0	0	1	104	4	525	0	0	5	5



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						C	R		B		S		P		H		
		Total Projects	Total Units	# of PROJECTS to Inspect in County	# of UNITS to Inspect in County	LIHTC (Conv/Non-MSHDA)	Units	LIHTC (RHS)	Units	Bonds	Units	Section 8/236	Units	PassThrough (no LIHTC)	Units	MI-HOME HOME(CD) SpecHous	Units
57	Missaukee	1	35	0	0	0	0	0	0	0	0	0	0	0	0	0	0
58	Monroe	11	1,325	10	1293	3	401	0	0	0	0	5	875	0	0	2	17
59	Montcalm	19	524	4	108	2	20	0	0	1	40	1	48	0	0	0	0
60	Montmorency	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
61	Muskegon	24	1,769	21	1689	9	447	0	0	7	641	4	596	0	0	1	5
62	Newaygo	9	222	0	0	0	0	0	0	0	0	0	0	0	0	0	0
63	Oakland	76	8,785	68	8160	24	3110	0	0	17	1334	20	3695	0	0	7	21
64	Oceana	3	69	0	0	0	0	0	0	0	0	0	0	0	0	0	0
65	Ogemaw	3	88	3	88	3	88	0	0	0	0	0	0	0	0	0	0
66	Ontonagon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
67	Osceola	3	119	1	39	0	0	0	0	1	39	0	0	0	0	0	0
68	Oscoda	2	44	0	0	0	0	0	0	0	0	0	0	0	0	0	0
69	Otsego	7	314	3	178	1	80	0	0	1	48	1	50	0	0	0	0
70	Ottawa	16	1,077	15	1077	4	402	0	0	8	378	3	297	0	0	0	0
71	Presque Isle	1	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0
72	Roscommon	5	160	1	28	1	28	0	0	0	0	0	0	0	0	0	0
73	Saginaw	27	2,347	24	2203	10	842	0	0	7	304	7	1057	0	0	0	0
74	Sanilac	5	128	1	16	0	0	0	0	0	0	1	16	0	0	0	0
75	Schoolcraft	1	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0
76	Shiawassee	8	396	3	216	0	0	0	0	2	96	1	120	0	0	0	0
77	St. Clair	24	1,486	19	1333	6	522	0	0	5	363	2	411	0	0	6	37
78	St. Joseph	16	506	12	359	1	64	0	0	1	32	2	248	0	0	8	15
79	Tuscola	6	240	3	156	1	24	0	0	1	32	1	100	0	0	0	0
80	Van Buren	10	270	5	142	1	50	0	0	2	88	0	0	0	0	2	4
81	Washtenaw	36	3,341	33	3124	20	1819	0	0	6	306	5	988	0	0	2	11
82	Wayne	301	21,404	293	20494	197	8560	0	0	39	3549	49	8219	0	0	8	166
83	Wexford	3	289	3	289	0	0	0	0	1	48	2	241	0	0	0	0

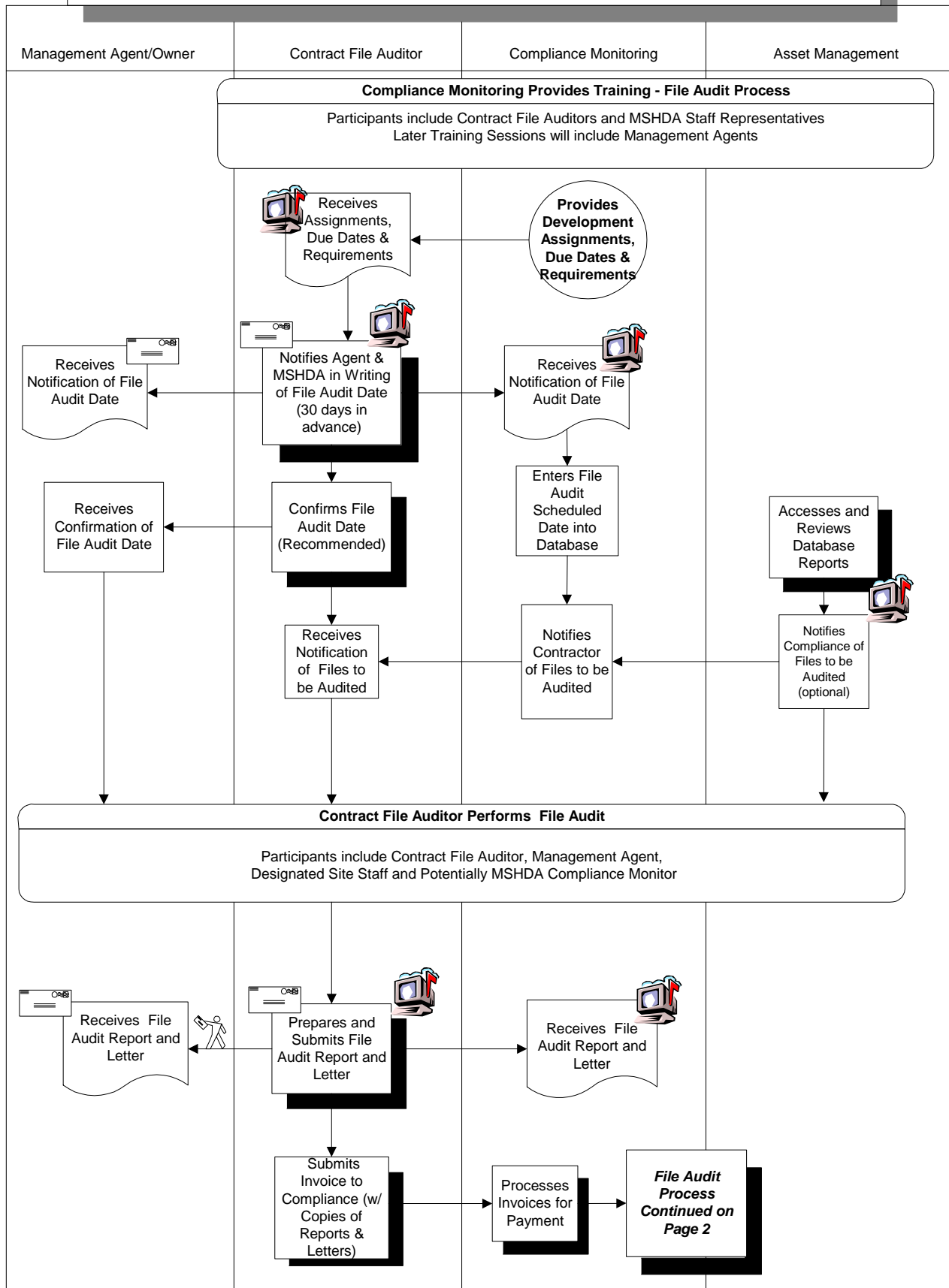
Developments and Units By County for Physical Inspections  
RFP For 2005 Compliance Year

C	LIHTC (Non-MSHDA Financed)	20% of total units, once every three years - UPCS
R	LIHTC (Rural Housing Services)	Not part of RFP
B	MSHDA Bond Financed	20% of total units, once every 12 months - UPCS Plus
S	Section 8, Section 236, Etc.	20% of total units, once every 12 months - UPCS Plus
P	PassThrough (Non Section 8 or LIHTC)	Not part of RFP
H	MI-HOME, HOME, SpecHousing	20% of total units, once every 12 months - HQS (UPCS+ if HUD grants waiver to MSI

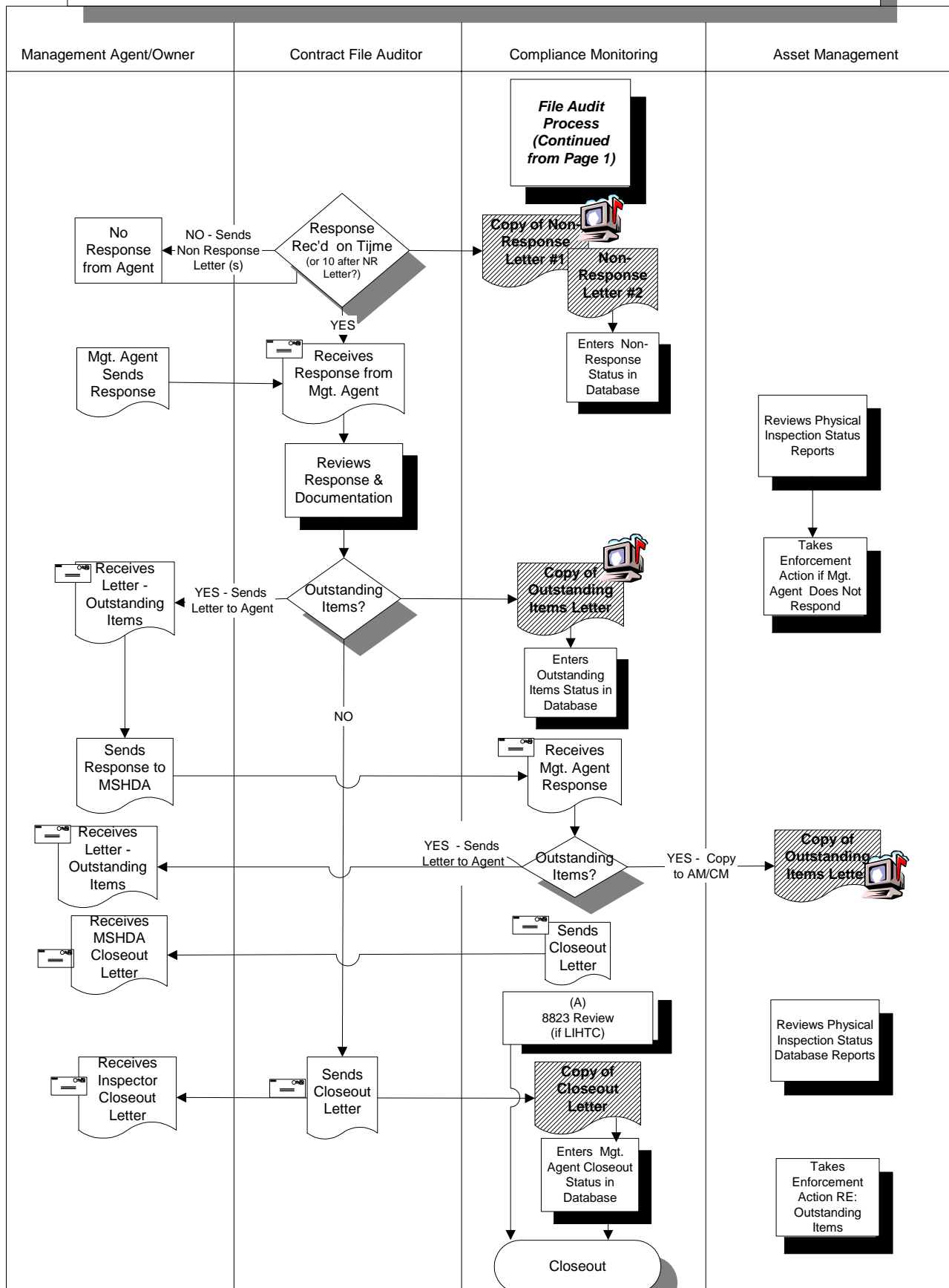
**PHYSICAL INSPECTIONS - ESTIMATES**

Based on County in Which Project is Located				BREAKDOWN BY PROJECT TYPE											
				C		R		B		S		P		H	
				LIHTC (Conv/Non- MSHDA)	Units	LIHTC (RHS)	Units	Bonds	Units	Section 8/236	Units	PassThrough (no LIHTC)	Units	MI-HOME HOME(CD) SpecHous	Units
Total Projects	Total Units	# of PROJECTS to Inspect in County	# of UNITS to Inspect in County	469	27284	0	0	203	14222	202	30747	0	0	110	763
1194 Projects	81,171 Units	984	73016	Projects LIHTC (Conv)	units	Projects LIHTC (RHS)	Units	Projects Bonds	Units	Projects Section8/236	Units	Projects	Units	Projects	Units

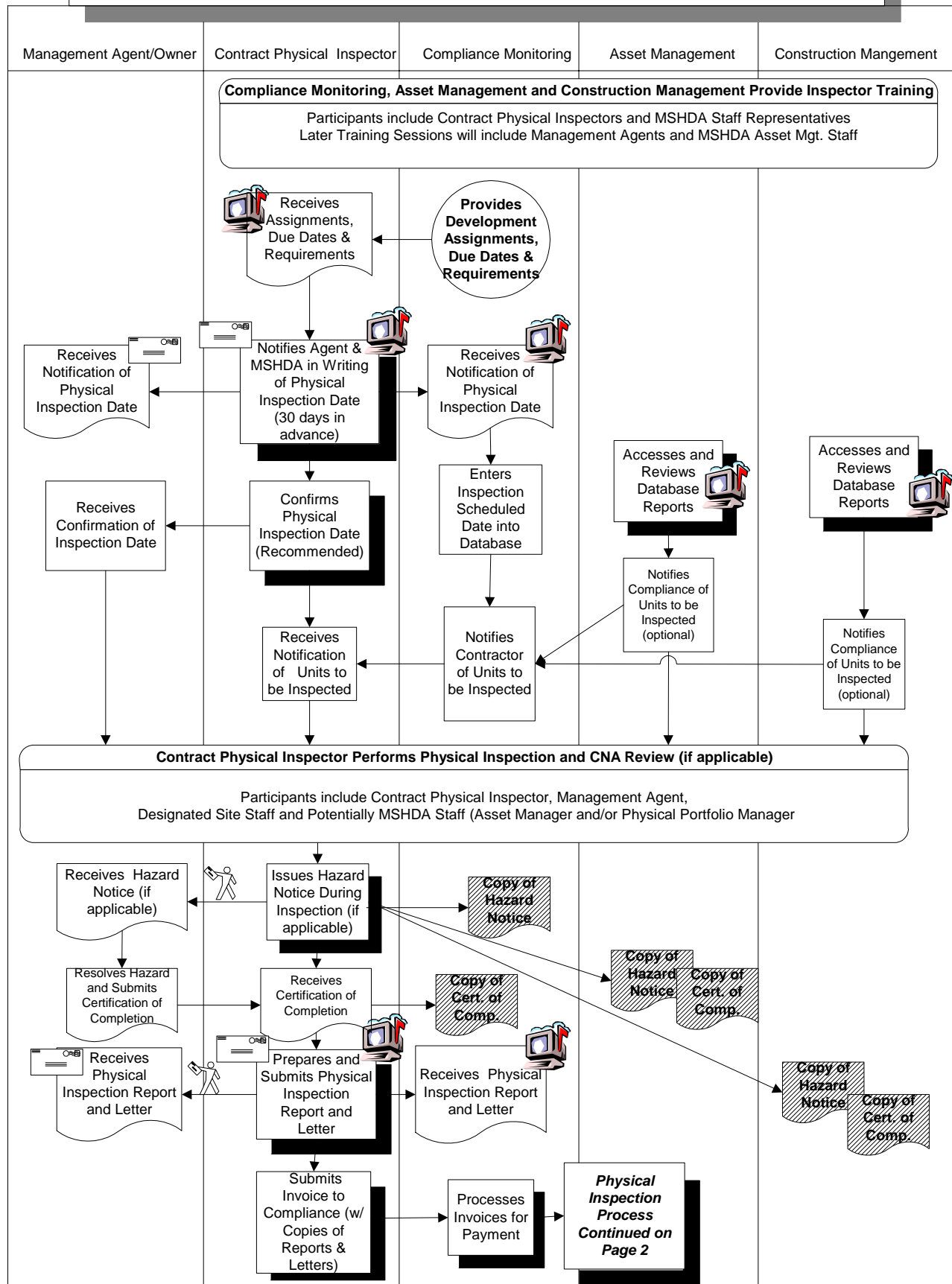
# COMPLIANCE MONITORING - 2005 FILE AUDIT PROCESS MAP - PAGE 1



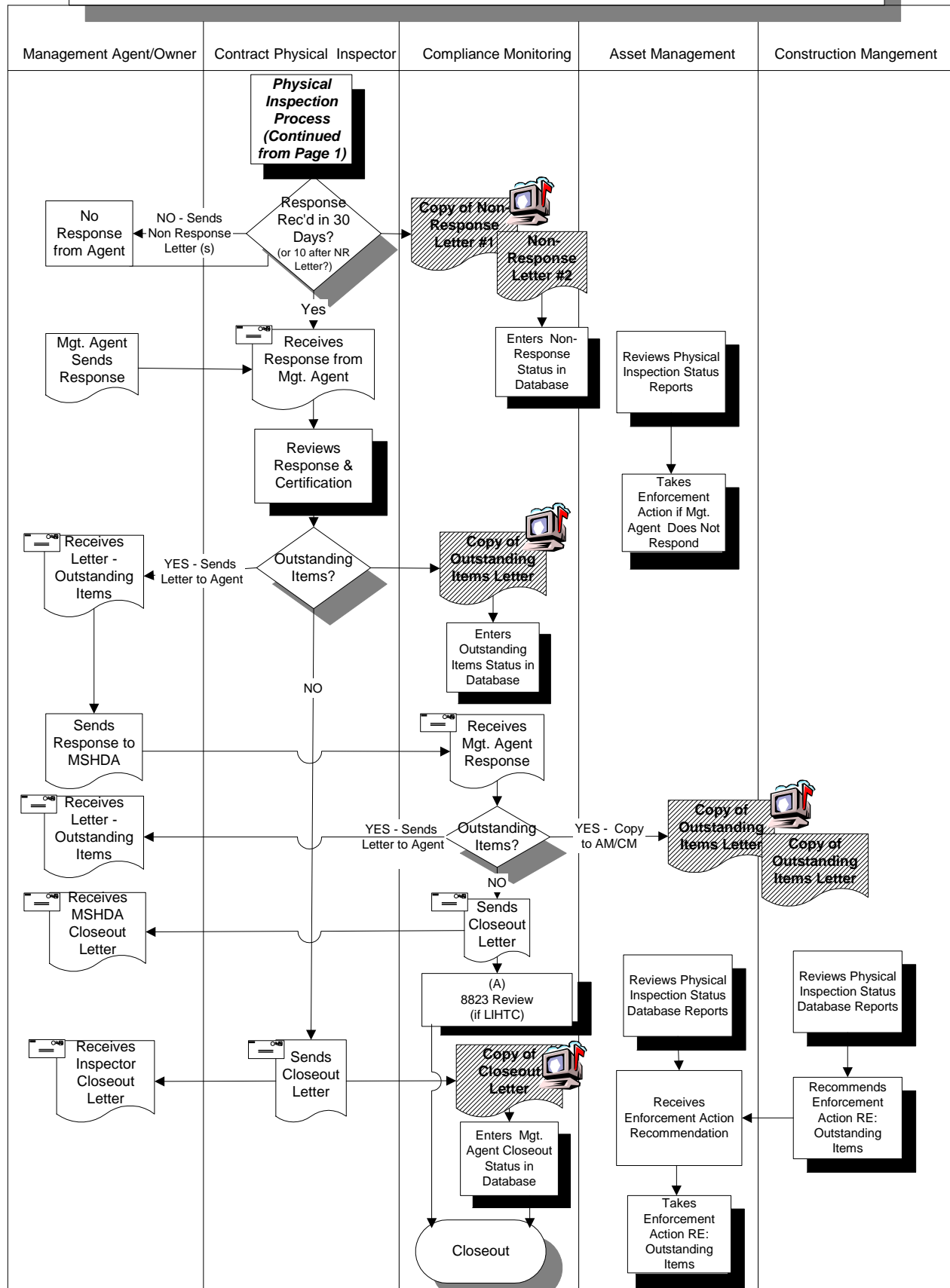
# COMPLIANCE MONITORING - 2005 FILE AUDIT PROCESS MAP - PAGE 2



# COMPLIANCE MONITORING - 2005 PHYSICAL INSPECTIONS PROCESS MAP - PAGE 1



COMPLIANCE MONITORING - 2005 PHYSICAL INSPECTIONS PROCESS MAP - PAGE 2



## PROPOSED FEE SCHEDULE for 2005 Compliance Year

### INSTRUCTIONS:

- 1 - Indicate the number of developments proposed for tenant file audits.
- 2 - Indicate the number of units proposed for tenant file audits.
- 3 - If less than all of the developments/units in the county, indicate your selection criteria (e.g., only LIHTC developments) or, if more space is required, type "See Footnote x". If All, type "ALL".
- 4 - Indicate the price per unit for tenant files (see Note after 9). Do not enter \$ sign
- 5 - The audit fee per county is automatically calculated on spreadsheet.
- 6 - Indicate the number of developments proposed for physical inspections.
- 7 - Indicate the number of units proposed for physical inspections.
- 8 - If less than all of the developments/units in the county, indicate your selection criteria (e.g., only LIHTC developments)
- 9 - Indicate the price per unit for the physical inspection. If included as part of tenant file fee, indicate "0" here and type "Inspection Fee Included in Tenant File Audit price" in Column 12 (other pertinent info.). Do not enter \$ sign.
- 10 - The inspection fee per county is automatically calculated.
- 11 - Verify the total fee for county for tenant file audits and/or physical inspections (formula automatically calculates).
- 12 - Indicate any other pertinent information about the financial portion of your proposal for this county.
- 13 - Verify Projected Grand Total on Page 4 (formula automatically calculates)

**IMPORTANT REMINDER ABOUT ESTIMATING NUMBER OF AUDITS:** The enclosed chart shows the estimated total number of projects and units per county. Since all programs except conventionally-financed LIHTC projects and RHS-financed LIHTC projects (i.e. LIHTC projects that do not have Section 8, Section 236, or Direct Loan financing) have tenant file audits once every 18 months, approximately only 2/3 of those projects on the chart will require tenant file audits in 2005. LIHTC projects (except those with Section 8, Section 236, or Direct Loan financing) are audited once every three years; thus, only approx 1/3 of those projects will require audits in 2005. For all programs, only 20% of the total units in each project are to be audited.

**IMPORTANT REMINDER ABOUT ESTIMATING NUMBER OF INSPECTIONS:** The enclosed chart shows the estimated total number of projects and units per county. Since all programs except conventionally-financed LIHTC projects and RHS-financed LIHTC projects (i.e. LIHTC projects that do not have Section 8, Section 236, or Direct Loan financing) have physical inspections once every 12 months, all of those projects will require inspections in 2005. LIHTC projects (except those with Section 8, Section 236, or Direct Loan financing) are inspected once every three years; thus, only approx 1/3 of those projects will require inspections in 2005. For all programs, only 20% of the total units in each project are to be inspected.



## PROPOSED FEE SCHEDULE for 2005 Compliance Year

	1	2	3	4	5	6	7	8	9	10	11	12	
	Tenant File Audits						Physical Inspections					Other Pertinent Information, if any, About Proposal for County	
	County	Number of Developments	Number of Units	Selection Criteria	Price Per Unit	Audit fee for County	Number of Developments	Number of Units	Selection Criteria	Price Per Unit	Inspection fee for County		
1	Alcona					\$0.00					\$0.00	\$0.00	
2	Alger					\$0.00					\$0.00	\$0.00	
3	Allegan					\$0.00					\$0.00	\$0.00	
4	Alpena					\$0.00					\$0.00	\$0.00	
5	Antrim					\$0.00					\$0.00	\$0.00	
6	Arenac					\$0.00					\$0.00	\$0.00	
7	Baraga					\$0.00					\$0.00	\$0.00	
8	Barry					\$0.00					\$0.00	\$0.00	
9	Bay					\$0.00					\$0.00	\$0.00	
10	Benzie					\$0.00					\$0.00	\$0.00	
11	Berrien					\$0.00					\$0.00	\$0.00	
12	Branch					\$0.00					\$0.00	\$0.00	
13	Calhoun					\$0.00					\$0.00	\$0.00	
14	Cass					\$0.00					\$0.00	\$0.00	
15	Charlevoix					\$0.00					\$0.00	\$0.00	
16	Cheboygan					\$0.00					\$0.00	\$0.00	
17	Chippewa					\$0.00					\$0.00	\$0.00	
18	Clare					\$0.00					\$0.00	\$0.00	
19	Clinton					\$0.00					\$0.00	\$0.00	
20	Crawford					\$0.00					\$0.00	\$0.00	
21	Delta					\$0.00					\$0.00	\$0.00	
22	Dickinson					\$0.00					\$0.00	\$0.00	
23	Eaton					\$0.00					\$0.00	\$0.00	
24	Emmet					\$0.00					\$0.00	\$0.00	
25	Genesee					\$0.00					\$0.00	\$0.00	
26	Gladwin					\$0.00					\$0.00	\$0.00	
27	Gogebic					\$0.00					\$0.00	\$0.00	
28	Grand Traverse					\$0.00					\$0.00	\$0.00	
29	Gratiot					\$0.00					\$0.00	\$0.00	
30	Hillsdale					\$0.00					\$0.00	\$0.00	
31	Houghton					\$0.00					\$0.00	\$0.00	
32	Huron					\$0.00					\$0.00	\$0.00	
33	Ingham					\$0.00					\$0.00	\$0.00	
34	Ionia					\$0.00					\$0.00	\$0.00	
35	Iosco					\$0.00					\$0.00	\$0.00	
36	Iron					\$0.00					\$0.00	\$0.00	
37	Isabella					\$0.00					\$0.00	\$0.00	
38	Jackson					\$0.00					\$0.00	\$0.00	
39	Kalamazoo					\$0.00					\$0.00	\$0.00	
40	Kalkaska					\$0.00					\$0.00	\$0.00	
41	Kent					\$0.00					\$0.00	\$0.00	
42	Keweenaw					\$0.00					\$0.00	\$0.00	
43	Lake					\$0.00					\$0.00	\$0.00	

## PROPOSED FEE SCHEDULE for 2005 Compliance Year

	1	2	3	4	5	6	7	8	9	10	11	12	
	Tenant File Audits						Physical Inspections						
	County	Number of Developments	Number of Units	Selection Criteria	Price Per Unit	Audit fee for County	Number of Developments	Number of Units	Selection Criteria	Price Per Unit	Inspection fee for County	TOTAL Fee For County	Other Pertinent Information, if any, About Proposal for County
44	Lapeer					\$0.00					\$0.00	\$0.00	
45	Leelanau					\$0.00					\$0.00	\$0.00	
46	Lenawee					\$0.00					\$0.00	\$0.00	
47	Livingston					\$0.00					\$0.00	\$0.00	
48	LUCE					\$0.00					\$0.00	\$0.00	
49	Mackinac					\$0.00					\$0.00	\$0.00	
50	Macomb					\$0.00					\$0.00	\$0.00	
51	Manistee					\$0.00					\$0.00	\$0.00	
52	Marquette					\$0.00					\$0.00	\$0.00	
53	Mason					\$0.00					\$0.00	\$0.00	
54	Mecosta					\$0.00					\$0.00	\$0.00	
55	Menominee					\$0.00					\$0.00	\$0.00	
56	Midland					\$0.00					\$0.00	\$0.00	
57	Missaukee					\$0.00					\$0.00	\$0.00	
58	Monroe					\$0.00					\$0.00	\$0.00	
59	Montcalm					\$0.00					\$0.00	\$0.00	
60	Montmorency					\$0.00					\$0.00	\$0.00	
61	Muskegon					\$0.00					\$0.00	\$0.00	
62	Newaygo					\$0.00					\$0.00	\$0.00	
63	Oakland					\$0.00					\$0.00	\$0.00	
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67	Osceola					\$0.00					\$0.00	\$0.00	
68	Oscoda					\$0.00					\$0.00	\$0.00	
69	Otsego					\$0.00					\$0.00	\$0.00	
70	Ottawa					\$0.00					\$0.00	\$0.00	
71	Presque Isle					\$0.00					\$0.00	\$0.00	
72	Roscommon					\$0.00					\$0.00	\$0.00	
73	Saginaw					\$0.00					\$0.00	\$0.00	
74	Sanilac					\$0.00					\$0.00	\$0.00	
75	Schoolcraft					\$0.00					\$0.00	\$0.00	
76	Shiawassee					\$0.00					\$0.00	\$0.00	
77	St. Clair					\$0.00					\$0.00	\$0.00	
78	St. Joseph					\$0.00					\$0.00	\$0.00	
79	Tuscola					\$0.00					\$0.00	\$0.00	
80	Van Buren					\$0.00					\$0.00	\$0.00	
81	Washtenaw					\$0.00					\$0.00	\$0.00	
82	Wayne					\$0.00					\$0.00	\$0.00	
83	Wexford					\$0.00					\$0.00	\$0.00	
13 - TOTAL (a):												\$0.00	

## PROPOSED FEE SCHEDULE for 2005 Compliance Year

	1	2	3	4	5	6	7	8	9	10	11	12
	Tenant File Audits					Physical Inspections						
County	Number of Developments	Number of Units	Selection Criteria	Price Per Unit	Audit fee for County	Number of Developments	Number of Units	Selection Criteria	Price Per Unit	Inspection fee for County	TOTAL Fee For County	Other Pertinent Information, if any, About Proposal for County

### SUMMARY OF PROPOSED FEE SCHEDULE

		Amount	Describe
1	Total (a)	\$0.00	
2	Additional Fee, if any		
3	Additional Fee, if any		
4	Additional Fee, if any		
5	Additional Fee, if any		
6	Additional Fee, if any		
7	Additional Fee, if any		
8	Additional Fee, if any		
	PROJECTED GRAND TOTAL	\$0.00	

**IMPORTANT REMINDER:** The number of developments and units listed by MSHDA in the RFP are estimates only. The actual number and location of tenant file audits and physical inspections could vary.

Submitted by:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Typed Name of Authorized Representative)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Date)

## PROPOSED FEE SCHEDULE for 2006 Compliance Year

### INSTRUCTIONS:

- 1 - Indicate the number of developments proposed for tenant file audits.
- 2 - Indicate the number of units proposed for tenant file audits.
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- 4 - Indicate the price per unit for tenant files (see Note after 9). Do not enter \$ sign
- 5 - The audit fee per county is automatically calculated on spreadsheet.
- 6 - Indicate the number of developments proposed for physical inspections.
- 7 - Indicate the number of units proposed for physical inspections.
- 8 - If less than all of the developments/units in the county, indicate your selection criteria (e.g., only LIHTC developments)
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**IMPORTANT REMINDER ABOUT ESTIMATING NUMBER OF AUDITS:** The enclosed chart shows the estimated total number of projects and units per county. Since all programs except conventionally-financed LIHTC projects and RHS-financed LIHTC projects (i.e. LIHTC projects that do not have Section 8, Section 236, or Direct Loan financing) have tenant file audits once every 18 months, approximately only 2/3 of those projects on the chart will require tenant file audits in 2006. LIHTC projects (except those with Section 8, Section 236, or Direct Loan financing) are audited once every three years; thus, only approx 1/3 of those projects will require audits in 2006. For all programs, only 20% of the total units in each project are to be audited.

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## PROPOSED FEE SCHEDULE for 2006 Compliance Year

	1	2	3	4	5	6	7	8	9	10	11	12	
	Tenant File Audits						Physical Inspections					Other Pertinent Information, if any, About Proposal for County	
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4	Alpena					\$0.00					\$0.00	\$0.00	
5	Antrim					\$0.00					\$0.00	\$0.00	
6	Arenac					\$0.00					\$0.00	\$0.00	
7	Baraga					\$0.00					\$0.00	\$0.00	
8	Barry					\$0.00					\$0.00	\$0.00	
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11	Berrien					\$0.00					\$0.00	\$0.00	
12	Branch					\$0.00					\$0.00	\$0.00	
13	Calhoun					\$0.00					\$0.00	\$0.00	
14	Cass					\$0.00					\$0.00	\$0.00	
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23	Eaton					\$0.00					\$0.00	\$0.00	
24	Emmet					\$0.00					\$0.00	\$0.00	
25	Genesee					\$0.00					\$0.00	\$0.00	
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32	Huron					\$0.00					\$0.00	\$0.00	
33	Ingham					\$0.00					\$0.00	\$0.00	
34	Ionia					\$0.00					\$0.00	\$0.00	
35	Iosco					\$0.00					\$0.00	\$0.00	
36	Iron					\$0.00					\$0.00	\$0.00	
37	Isabella					\$0.00					\$0.00	\$0.00	
38	Jackson					\$0.00					\$0.00	\$0.00	
39	Kalamazoo					\$0.00					\$0.00	\$0.00	
40	Kalkaska					\$0.00					\$0.00	\$0.00	
41	Kent					\$0.00					\$0.00	\$0.00	
42	Keweenaw					\$0.00					\$0.00	\$0.00	
43	Lake					\$0.00					\$0.00	\$0.00	

## PROPOSED FEE SCHEDULE for 2006 Compliance Year

	1	2	3	4	5	6	7	8	9	10	11	12	
	Tenant File Audits						Physical Inspections						
	County	Number of Developments	Number of Units	Selection Criteria	Price Per Unit	Audit fee for County	Number of Developments	Number of Units	Selection Criteria	Price Per Unit	Inspection fee for County	TOTAL Fee For County	Other Pertinent Information, if any, About Proposal for County
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46	Lenawee					\$0.00					\$0.00	\$0.00	
47	Livingston					\$0.00					\$0.00	\$0.00	
48	LUCE					\$0.00					\$0.00	\$0.00	
49	Mackinac					\$0.00					\$0.00	\$0.00	
50	Macomb					\$0.00					\$0.00	\$0.00	
51	Manistee					\$0.00					\$0.00	\$0.00	
52	Marquette					\$0.00					\$0.00	\$0.00	
53	Mason					\$0.00					\$0.00	\$0.00	
54	Mecosta					\$0.00					\$0.00	\$0.00	
55	Menominee					\$0.00					\$0.00	\$0.00	
56	Midland					\$0.00					\$0.00	\$0.00	
57	Missaukee					\$0.00					\$0.00	\$0.00	
58	Monroe					\$0.00					\$0.00	\$0.00	
59	Montcalm					\$0.00					\$0.00	\$0.00	
60	Montmorency					\$0.00					\$0.00	\$0.00	
61	Muskegon					\$0.00					\$0.00	\$0.00	
62	Newaygo					\$0.00					\$0.00	\$0.00	
63	Oakland					\$0.00					\$0.00	\$0.00	
64	Oceana					\$0.00					\$0.00	\$0.00	
65	Ogemaw					\$0.00					\$0.00	\$0.00	
66	Ontonagon					\$0.00					\$0.00	\$0.00	
67	Osceola					\$0.00					\$0.00	\$0.00	
68	Oscoda					\$0.00					\$0.00	\$0.00	
69	Otsego					\$0.00					\$0.00	\$0.00	
70	Ottawa					\$0.00					\$0.00	\$0.00	
71	Presque Isle					\$0.00					\$0.00	\$0.00	
72	Roscommon					\$0.00					\$0.00	\$0.00	
73	Saginaw					\$0.00					\$0.00	\$0.00	
74	Sanilac					\$0.00					\$0.00	\$0.00	
75	Schoolcraft					\$0.00					\$0.00	\$0.00	
76	Shiawassee					\$0.00					\$0.00	\$0.00	
77	St. Clair					\$0.00					\$0.00	\$0.00	
78	St. Joseph					\$0.00					\$0.00	\$0.00	
79	Tuscola					\$0.00					\$0.00	\$0.00	
80	Van Buren					\$0.00					\$0.00	\$0.00	
81	Washtenaw					\$0.00					\$0.00	\$0.00	
82	Wayne					\$0.00					\$0.00	\$0.00	
83	Wexford					\$0.00					\$0.00	\$0.00	
13 - TOTAL (a):												\$0.00	

## PROPOSED FEE SCHEDULE for 2006 Compliance Year

	1	2	3	4	5	6	7	8	9	10	11	12
	Tenant File Audits					Physical Inspections						
County	Number of Developments	Number of Units	Selection Criteria	Price Per Unit	Audit fee for County	Number of Developments	Number of Units	Selection Criteria	Price Per Unit	Inspection fee for County	TOTAL Fee For County	Other Pertinent Information, if any, About Proposal for County

### SUMMARY OF PROPOSED FEE SCHEDULE

		Amount	Describe
1	Total (a)	\$0.00	
2	Additional Fee, if any		
3	Additional Fee, if any		
4	Additional Fee, if any		
5	Additional Fee, if any		
6	Additional Fee, if any		
7	Additional Fee, if any		
8	Additional Fee, if any		
	PROJECTED GRAND TOTAL	\$0.00	

**IMPORTANT REMINDER:** The number of developments and units listed by MSHDA in the RFP are estimates only. The actual number and location of tenant file audits and physical inspections could vary.

Submitted by:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Typed Name of Authorized Representative)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Date)



## PROPOSAL CERTIFICATION

The undersigned proposes to contract with the Michigan State Housing Development Authority to provide services for Compliance Monitoring of Rental Housing in accordance with the foregoing Request for Proposal and this Proposal Certification.

1. BY SUBMISSION OF THE ATTACHED PROPOSAL, THE UNDERSIGNED:

- 1.1 The price of this proposal has been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- 1.2 No attempt has been made, nor will any attempt be made, by the Undersigned to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- 1.3 The person signing this proposal certifies that he/she is authorized to represent the company, institution or agency and is legally responsible for the decision as to the price and supporting documentation provided as a result of this advertisement.
- 1.4 The undersigned will comply with all applicable Federal and State rules and regulations, policies, guidelines and requirements.
- 1.5 Prices in this Proposal have not been knowingly disclosed by the Undersigned and will not be disclosed prior to award to any potential bidder.

2. Project Manager:

The manager assigned to this Project is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. Taxpayer Identification Information:

3.1 Is your firm incorporated? \_\_\_\_\_Yes \_\_\_\_\_No

3.2 What is your taxpayer identification number?

Tax ID Number is: \_\_\_\_\_

Employer Identification Number is: \_\_\_\_\_

4. Disbarment, Suspensions, or Sanctions: \_\_\_\_\_Yes \_\_\_\_\_No

Has your firm, or a principal or officer of your firm, been suspended, debarred, sanctioned or convicted by the federal government, a state government, or a municipality? If so, please describe the suspension, debarment, sanction, or

conviction, including the facts that lead to the suspension, disbarment or sanction. (If an officer or principal has been suspended, disbarred, sanctioned, or convicted, please describe the officer's or principal's role with your firm.)

5. Lawsuits: \_\_\_\_\_Yes \_\_\_\_\_No

Is your firm involved in any litigation or arbitration or subject to any judgment now, or during the past five (5) years, that involves (1) products or services similar to those requested by the Authority in the RFP and which either involve a claim in excess of \$50,000 or which otherwise may affect the viability or financial stability of your firm, or (2) a claim or written allegation of fraud by your firm, or (3) a claim or written allegation that your firm hereunder violated any federal, state or local statute, regulation or ordinance. If so, please describe the claim or complaint and the resolution of the claim or the complaint.

6. OWNERSHIP AND CONTROL (if applicable):

The Undersigned's Legal Structure:

_____ Sole Proprietorship	_____ General Partnership
_____ Corporation	_____ Limited Partnership
_____ Limited Liability	_____ Other _____

If the Undersigned is a sole proprietorship list:

Owner Name

Mailing Address

City

Employer Identification Number

Beginning date as owner of sole proprietorship

Provide the names of all individuals authorized to sign for the Undersigned:

Name (printed or typed)	Title
_____	_____
_____	_____
_____	_____

7. Insurance:

Does your firm carry errors and omissions insurance coverage in an amount not less than \$500,000?

\_\_\_\_\_Yes      \_\_\_\_\_No

If not, is your firm willing to secure such coverage?

\_\_\_\_\_Yes      \_\_\_\_\_No

\_\_\_\_\_  
(Company, Institution, or Agency Name)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Street Address/Post Office Box)

\_\_\_\_\_  
(Name of Authorized Representative)  
(Typed)

\_\_\_\_\_  
(City, State & Zip Code)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

VERIFICATION

I certify under penalty of perjury, that I am a responsible officer/official (as identified above) for the business entity, the institution or the agency described above as the Undersigned, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate, and complete.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title) (Typed or Printed)

Date:\_\_\_\_\_